

**REVISED 01/09  
TORRANCE CRAFTSMEN'S GUILD BY LAWS**

**ARTICLE I: POLICIES OF THE PARKS AND RECREATION COMMISSION**

**Section 1**

The Commission's chartered clubs are designed to afford all children and adults in this community extended opportunity to participate in wholesome leisure activities according to group interests.

It is not the intention of the Commission to set up clubs to compete with others that are already successfully organized and properly functioning; neither is it the intention of the Commission to adopt nor absorb other organized clubs or groups. However, should an existing club petition the Commission to charter its organization and activities, such request will be duly considered and passed up by the Commission.

While strict control of policy by the is essential in view of the fact that public areas, facilities, and funds are used, the widest possible latitude of self-government is assured this and other clubs organized and chartered by the Commission. Rather than acting as restricting agency, the planned supervision on the part of the Parks and Recreation Commission is designed to protect and guarantee legitimated and orderly freedom.

Members of this club shall be governed, in all cases by the laws and rules applying to any building or ground which they may be using.

No commercial purpose shall attach to this Club, and any equipment or facility owned by it shall not be used for commercial purposes.

When any action is contemplated by this Club which is, or might be considered in any way, a departure from established policies as outlined in the By Laws of this Club, or from the policies of the Parks and Recreation Commission, approval must be secured from the Director of Parks and Recreation Commission before such action is made effective. In placing such matters before the Director, the Board of Directors of the Club shall transit such questions, propositions, or materials to the Director of his appointed advisory member to the Club.

**Section 2**

All statements of the Parks and Recreation Commission policies, rules and/or regulations expressed in Article I, Section 1, are accepted as having full force whether or not they are repeated in any numbered articles of the By Laws.

**ARTICLE II: NAME**

The name of this organization shall be the Torrance Craftsmen's Guild and hereinafter referred to as the Guild.

**ARTICLE III: PURPOSES**

The purpose of the Guild shall be to promote interest in all handcrafted works of art; exchange ideas; improve tools and methods; educate; inform and enrich the Community.

## **ARTICLE IV: QUALIFICATION OF MEMBERS**

1. Membership in the Guild shall be open to any person who is interested in the purposes of the Guild.
2. Any person may become a member of the Guild by paying the established fee to the membership chairperson.
3. Any member of the Guild may be expelled from the Guild by a majority vote of the membership if not abiding by the By Laws.
4. An advisory member of the Guild is that person appointed by the Parks and Recreation Commission Director of Parks and Recreation Commission of the City of Torrance to be the representative of the Torrance Parks and Recreation Commission Department. This member shall serve as an ex-officio member of the Board of Directors.
5. Paid up active members may vote and hold office as provided in Article VIII, Section 1.
6. A member qualifies as active if they have:
  - A. attended a minimum of 3 out of 10 meetings in a membership year as recorded by the membership chairperson.
  - B. put in at least 3 services hours in a membership year.

## **ARTICLE V: OFFICERS AND THEIR DUTIES**

### **Section 1 - President**

The President shall:

- 1.1 Be the Chairperson of the Board of Directors and preside at all general and board meeting.
- 1.2 Initiate and help develop activities for the betterment of the Guild.
- 1.3 Appoint all non-elected officers and committees necessary, subject to the approval of the Board of Directors on these appointments.
- 1.4 Countersign Guild checks.
- 1.5 Perform all duties incidental to the office.

### **Section 2 - Vice President**

The Vice-President shall:

- 2.1 Assist the President
- 2.2 Perform duties of the President if the President is unable to act.
- 2.3 Succeed the President if the President is unable to act.
- 2.4 Be an alternate counter signer of checks.
- 2.5 Act as a coordinator where assistance is deemed necessary.
- 2.6 Perform all duties incidental to the office.

### **Section 3 - Secretary**

The Secretary shall:

- 3.1 Keep all Guild records.
- 3.2 Record the minutes of each monthly general and board meetings.
- 3.3 Conduct all correspondence as required by the office.
- 3.4 Perform all duties incidental of the office.

### **Section 4 - Treasurer**

The Treasurer shall:

- 4.1 Receive and deposit in the bank all monies of the Guild.
- 4.2 Maintain accurate records of disbursements and receipts and present a written record of same at each monthly meeting of the Board of Directors and to the general membership.
- 4.3 Counter sign Guild checks.
- 4.4 Provide a receipt for monies received (as applicable).
- 4.5 Coordinate a yearly audit of the Guild's books.
- 4.6 Perform all duties incidental to the office.

### **Section 5 - Members at Large**

Members at Large shall:

- 5.1 Serve as a member of the Board of Directors.
- 5.2 Serve a committee chairperson as may be appointed by the President.
- 5.3 Perform duties as may be directed by the President.

### **Section 6 - Board of Directors**

The Board of Directors shall:

- 6.1 Have the President serve as the Chairperson.
- 6.2 Meet monthly at the time and place chosen by the Board to transact all Guild business. Other meetings may be called by the President or at the request of any two or more members of the Board of Directors.
- 6.3 Be the responsibility to see that all Guild activities are within the scope of the By Laws.
- 6.4 Initiate and carry through projects and activities that shall hold the interest of the Guild Membership.
- 6.5 Act as a Hearing Committee should any Guild member, who has a grievance, request a hearing.

## **Section 7 - Term of Office/Term Limits**

- 7.1 The terms of office for the elected officers shall be for one year
- 7.2 Elected Officers can hold office for not more than 3 consecutive years at a time

## **ARTICLE VI: ELECTIONS**

1. The President shall submit to the Board of Directors for approval, candidates for a Nominating Committee, designating one to be the Chairman.
2. The President shall select the Nominating Committee in January and present these names to the general meeting in February.

## **Section 1 - The Nominating Committee**

The Nominating Committee shall:

- 1.1 Make an effort to select two or more members for each prospective Guild office in preparation for the coming election.
- 1.2 Conduct each prospective nominee for an elective Guild office to see if that individual will accept the nomination for the office for which he has been selected.
- 1.3 Present the nominee for each office at the general Guild meeting in March, and shall open nominations to individual members at that time.
- 1.4 Prepare the ballots for the elections and shall distribute, collect, and count all these ballots cast at the elections.
- 1.5 Conduct elections at the April general meeting. New officers shall take office at the May general meeting.

## **ARTICLE VII: MEETINGS**

1. General Meetings will be held the first Thursday of each month except July and December.
2. The Board of Directors meetings will be held the third Thursday of each month except July and December.

## **ARTICLE VIII: BOARD OF DIRECTORS**

1. The affairs of the Guild shall be conducted by the Board of Directors consisting of a minimum of seven (7) active members who shall be elected annually from and by the active members. These officers will be: President, Vice President, Secretary, Treasurer, and at least three (3) Members at Large.
2. A Parks and Recreation Commission staff member shall be appointed by the Director of Parks and Recreation Commission to represent the Parks and Recreation Commission Department as an ex-officio member of the Board of Directors. This is the same representative referred to in Article IV, item 5.
3. The Board of Directors shall have authority to manage routine operation of the guild's activities. It shall have the power to act on matters of routine business requiring action between meetings, and to make rules and regulations not inconsistent with or denied by the By Laws of the Guild. Expenditures other than operating expenses shall be presented to the Guild general membership.

4. The regular term of office for members of the Board of Directors shall be as outlined in Article V, Section 7.
5. The election of the Board of Directors shall take place in April of each year in accordance with Article VI.
6. A quorum for the Board of Directors Meeting shall include one more than one-half (½) of the total number of members of the Board of Directors of the Guild.
7. Any member of the Board of Directors who shall be absent from three consecutive and Regularly called meetings of the Board of Directors without having previously obtained the consent of the Chairperson to such absence shall cease to be a member of the Board of Directors.
8. Any vacancies of the Board of Directors, apart from the annual election, shall be filled by the President with the approval of the Board.

### **ARTICLE IX: STANDING COMMITTEES**

1. Standing Committees shall be appointed by the President with the approval of the Board of Directors.
2. Standing Committee Chairpersons shall appoint their own committee members.
3. Standing Committee appointments shall be for a one year term and shall run concurrently with the election of the Board of Directors.
4. Standing Committees shall include:

Programs	Faire
Membership	Publicity
Refreshments (includes Hospitality)	Newsletter (includes Historian)
Scholarships	Christmas Tree
Oodles of Noodles	

5. Duties of the Standing Committees shall be as follows:
  - 5.1 To coordinate with all other committees and attend Board of Director meetings when requested or when presentation of some event is desired.
  - 5.2 Program Committee shall plan and coordinate programs for Guild meetings.
  - 5.3 Faire Chairperson shall coordinate the annual Faires and maintain records of activity.
  - 5.4 Membership Chairperson shall recruit members, shall keep records of membership including services hours, collect dues, and shall work with the newsletter chairman to provide current membership information. Shall welcome new and old members and guests to Guild meetings using methods and devices such as registration, name tags, place cards, and special introduction.
  - 5.5 Publicity Chairperson shall publicize the events of the Guild through the local newspapers and other appropriate mediums.
  - 5.6 Refreshment Chairperson shall be responsible for the refreshments served at the meetings and assistant as Hospitality Chairperson to send cards and or flowers to members as appropriate.
  - 5.7 Newsletter Chairperson shall publish and distribute the Guild's monthly newsletter and shall keep records of the Guild's activities and events.

- 5.8 Scholarship Chairperson shall coordinate with the local Torrance High Schools for annual scholarship awards.
- 5.9 Christmas Tree Chairperson shall collect ornaments and coordinate tree set up at a local hospital.
- 5.10 Oodles of Noodles Chairperson shall act as a liaison between Torrance Craftsmen's Guild and Parks and Recreation.

#### **ARTICLE X: OTHER COMMITTEES**

Such other committees as may be deemed necessary in the interest of the Guild may be appointed by the President, or the Board of Directors.

#### **ARTICLE XI: DUES AND FEES**

1. Dues shall be \$30 per year per individual membership and due May 1 of each year. New members may join at any other time during the year. Those joining after March 1st will be placed on the following year's roster.
2. Fees for any events shall be set by the Board of Directors.

#### **ARTICLE XII: ACTIVITIES**

1. The Guild may sponsor one (1) or more events per year.
2. The Guild may use the facilities of the Torrance Parks and Recreation department as permitted and scheduled by the Director of Parks and Recreation Commission or their authorized agent.
3. Craft Faire items for sale must be handcrafted and juried by the Board of Directors
4. Participants in the Craft Faires must have a valid California sellers permit (resale number).

#### **ARTICLE XIII: AMENDMENTS**

1. These By Laws may be amended at a general meeting by a majority vote of those members present.
2. Any amendment must be approved by the Director of Parks and Recreation Commission.

#### **ARTICLE XIV: ADOPTION OF THE BY LAWS**

These By Laws shall be adopted and become effective when approved by a majority vote of the members at the general meeting at the time of adoption.

#### **ARTICLE XV: DISSOLUTION**

In the event of dissolution of the guild, any assets of the guild shall go to the Parks and Recreation Commission to be used for related craftsmen's programs.

#### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Revised, shall govern the Guild in all cases to which they are applicable and not in conflict with the By Laws.